

B1: GENERAL INFORMATION & OPERATING SCHEDULE

Building _____ Location _____ Prepared by _____ Date _____
 Equipment _____ Manufacturer _____ Other ID _____ File # _____

Gross floor area _____ Occupied floor area _____ Number of Occupants _____

Type of ventilation system ☐ Constant Air Volume ☐ Variable Air Volume

Economizer? ☐ Yes ☐ No

Operating Schedule

	Weekdays		Weekends	
Occupancy (typical)	_____ am	_____ p.m.	_____ am	_____ p.m.
HVAC operation	_____ am	_____ p.m.	_____ am	_____ p.m.
Operation of exhaust	_____ am	_____ p.m.	_____ am	_____ p.m.
Other _____	_____ am	_____ p.m.	_____ am	_____ p.m.

- Computer generated Building Management System (BMS) or Energy Management System (EMS) used to operate the building's mechanical system? ☐ yes ☐ no

- BMS or EMS system capabilities that are currently used

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- Control of lighting system ☐ manual ☐ lighting-level based
☐ time-based ☐ other automatic
☐ occupancy-based

Notes